

Additional Information Request

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company]

[Your Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone Number]

Dear [Applicant's Name],

Thank you for your application for a bridging loan with [Your Company]. In order to proceed with your application, we require some additional information to complete our assessment.

Please provide the following information:

- Proof of income for the last [insert number] months.
- Details of any outstanding debts or loans.
- A copy of the purchase agreement for the property.
- Any additional documentation that supports your application.

We appreciate your prompt attention to this matter and look forward to receiving the requested information at your earliest convenience. If you have any questions, please do not hesitate to contact me.

Thank you for choosing [Your Company].

Sincerely,

[Your Name]

[Your Position]

[Your Company]